**GOVERNMENT OF ANDHRA PRADESH**
**ABSTRACT**

School Education – AP Model Schools – General Transfers to Principals, Post Graduate Teachers and Trained Graduate Teachers in AP Model Schools – Permission accorded - Guidelines – Orders – Issued.

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**SCHOOL EDUCATION (PROG.III) DEPARTMENT**

**G.O.RT.No.234** **Dated:12-06-2025**

Read the following:

1. G.O.Ms.No.23, Finance (HR.I-PLG.& Policy) Department, 15.05.2025.
2. From the Director of School Education, Lr.Rc.No.ESE02-11021/331/2020-MODAL SCHOOL-CSE, Dt:24.05.2025.

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**ORDER:**

In the reference 2nd read above, the Director of School Education has requested to effect the general transfers of employees of teaching staff i.e., Principals, Post Graduate Teachers and Trained Graduate Teachers of A.P. Model Schools through counselling on par with other teacher transfers of Government managements as the transfers are not conducted to the teaching staff of A.P. Model Schools for the last 3 years.

2. After examination of the matter, the Government here by accord permission to the Director of School Education, A.P., to effect the general transfers of employees of teaching staff i.e., Principals, Post Graduate Teachers and Trained Graduate Teachers of A.P Model Schools through web counselling on par with other teacher transfers of Government management.

3. Accordingly, the Government decided to issue the guidelines for General Transfers 2025 to the teaching staff i.e., Principals, Post Graduate Teachers and Trained Graduate Teachers of A.P Model Schools subject to condition that the individuals are not eligible for drawl of TTA, in relaxation of ban orders.

4. The entire exercise of transfers shall be completed on or before 15.06.2025.

5. The Director of School Education, AP., shall take further necessary action accordingly, in the matter.

**(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)**

**KONA SASIDHAR**
**SECRETARY TO GOVERNMENT**

To
The Director of School Education, AP.,
Atmakur(V), Mangalagiri(M), Guntur District.
All the Collectors & District Magistrates in the State.
All the Regional Joint Directors of School Education in the State.
All the District Educational Officers in the State.
Copy to:
The Accountant General, A.P., Vijayawada.
The Director of Treasuries and Accounts, A.P., Mangalagiri.
The OSD to Minister for HRD.
The PS to Secretary to Govt., (SE).
SF/SC.

// FORWARDED :: BY ORDER //

SECTION OFFICER

Annexure appended to the G.O.RT.No.234, School Education(Prog.III) Department, Dt:12.06.2025.

## SCHOOL EDUCATION
## TRANSFER GUIDELINES FOR AP MODEL SCHOOLS, 2025

These Transfer Guidelines are applicable to all the employees working i.e., Principals, Post Graduate Teachers and Trained Graduate Teachers of A.P Model Schools in the State.

### 1. CRITERIA FOR TRANSFERS:

(i) The Principals, Post Graduate Teachers and Trained Graduate Teachers in the A.P Model Schools shall be transferred.

(a) Those Principals, Post Graduate Teachers and Trained Graduate Teachers who have completed five (5) academic years of service in a particular school as on the date of closure of Academic Year i.e., 31st May 2025 shall be transferred compulsorily.

Note: Principals, Post Graduate Teachers and Trained Graduate Teachers transferred on request or mutual grounds during the ban period then the period worked in both stations shall be taken into account to calculate the maximum period when determining eligibility for compulsory transfer.

(b) Principals, Post Graduate Teachers and Trained Graduate Teachers who have completed a minimum period of two (2) academic years of service in a school as on 31st May 2025 shall be eligible to apply for request transfer.

Note: Principals, Post Graduate Teachers and Trained Graduate Teachers who have completed minimum of nine (9) months of service in one academic year shall be treated as one complete academic year as on 31st May 2025.

(c) Provided that Principals, Post Graduate Teachers and Trained Graduate Teachers, who are going to retire within two (2) years, i.e., on or before 31st May 2025, shall not be transferred except upon their own request.

(d) Principals, Post Graduate Teachers and Trained Graduate Teachers who have completed five (5) academic years of service, as NCC Officers in their respective NCC Units, as far as possible posted to a vacancy in a school where the same NCC Unit is available. If no such vacancy is available in another school with the same NCC Unit, they may be continued in the same school upon their request. However, if any NCC Officer is facing disciplinary proceedings, they shall be transferred to a general vacancy, irrespective of the NCC Unit.

(e) Principals, Post Graduate Teachers and Trained Graduate Teachers facing/ faced charges under the Protection of Children from Sexual Offences (POCSO) Act, 2012/ Girl child abuse case, shall not be opted to the same Mandal.

(f) If Article of charges are pending against a Principal / Post Graduate Teacher / Trained Graduate Teacher, he/she shall not be considered for request transfer.

### 2. TRANSFERS BY WEB COUNSELLING:

(i) The Director of School Education shall issue transfer schedule through official website https://cse.ap.gov.in.

(ii) State shall be treated as a Unit for transfers of Principals.

(iii) Existing Zones shall continue to be treated as a Unit for transfers of Post Graduate Teachers and Trained Graduate Teachers.

(iv) Transfers and Postings of Principals, Post Graduate Teachers and Trained Graduate Teachers shall be done based on Service, Station, Special points, Preferential category, Performance Points and Negative points as specified in these guidelines.

(v) After finalization of the lists and notification of vacancies, options shall have to be exercised by the Principals, Post Graduate Teachers and Trained Graduate Teachers through Web based Counselling only.

(vi) Transfer orders shall be issued by the competent authority with the approval of the respective Committees, based on the final lists generated online, duly following the prescribed procedure.

**3. COMMITTEE FOR TRANSFERS AND COUNSELLING:**

(i) **Committee for Transfer of Principals:**

(a) Additional Director (Services) shall act as Chairman of the Committee.

(b) Joint Director (AP Model Schools) shall act as Member Secretary.
(c) Deputy Director (AP Model Schools) shall act as Member.

(ii) **Committee for Transfer of Post Graduate Teachers and Trained Graduate Teachers**:

(a) Zonal Headquarter District Collector (i.e., Visakhapatnam (Zone- 1), Kakinada (Zone-2), Guntur (Zone-3), and YSR Kadapa (Zone-4)) shall act as Chairman of the Committee.
(b) The concerned Regional Joint Director of School Education shall act as Member Secretary.
(c) The District Educational Officers (Erstwhile Districts) concerned are Members.

Note: Counselling shall be done by this Committee with the support of a web counselling system based on the seniority lists prepared.

4. **COMPETENT AUTHORITY FOR ISSUE OF POSTING ORDERS:**

The Joint Director, AP Model Schools, O/o Director of School Education, Andhra Pradesh for Principals and the Regional Joint Director of School Education concerned for Post Graduate Teachers and Trained Graduate Teachers are the competent authorities, shall issue transfer and posting orders based on the final list generated after the web options exercised by the Principals, Post Graduate Teachers and Trained Graduate Teachers after approval of the concerned Committee.

**5. ENTITLEMENT POINTS:**

(i) **Station Points** shall be awarded to the Principals, Post Graduate Teachers and Trained Graduate Teachers based on the number of years of service (maximum five (5) years) in the respective school as on 31st May 2025 as outlined below.

(a) Category- I area– 1 point/ year
(b) Category- II area - 2 points/ year
(c) Category- III area - 3 points/ year

(d) Category- IV area - 5 points/ year.
In the case of villages or towns that were initially categorized under one category and later reclassified to another category (as per HRA or road conditions), then the station points shall be calculated proportionately.

(ii) **Service Points**:

For the service rendered: 0.5 point shall be awarded to all Principals, Post Graduate Teachers and Trained Graduate Teachers for every completed year of service in all cadres, calculated proportionately as on May 31st 2025.

Note: For the Principals or Post Graduate Teachers who joined through Direct Recruitment in the present post, the Service Points for the earlier service of Post Graduate Teachers /Trained Graduate Teachers/ Teacher shall not be counted.

**(iii) Performance Points:**

Performance Points will be given to the Principals, Post Graduate Teachers and Trained Graduate Teachers based on the SSC March 2025 and 2nd Year Results of Intermediate Public Examinations March, 2025:

| Sl.No. | Pass Percentage | No. of Points for SSC March 2025 | No. of Points for 2nd Year Results of IPE March, 2025 |
|---|---|---|---|
| (i) | 0% to 40% | Nil Points | Nil Points |
| (ii) | 41% to 60% | 01 Point | 01 Point |
| (iii) | 61% to 80% | 02 Points | 02 Points |
| (iv) | 80% to 100% | 03 Points | 03 Points |

**6. SPECIAL POINTS:**

| S.No | Service | Details | Points |
|---|---|---|---|
| 1 | Un-Married female | Un-married Women Principals, Post Graduate Teachers and Trained Graduate Teachers who are above 40 years of age as on 31st May 2025. | 5 |
| 2 | Legally Separated Women & Ex-Servicemen | Legally Separated Women (Not applicable in case of remarriage), Ex-servicemen in Army/Navy/Air Force/BSF/CRPF/CISF now working as teacher and spouse of the service person in Army/Navy/Air Force/BSF /CRPF /CISF. | 5 |
| 3 | Spouse Category | Principals, Post Graduate Teachers and Trained Graduate Teachers whose spouse is employed in State/Central Government/Public Sector Undertakings/ Local Bodies or Aided Institutions and also to the regular employees working in Educational Societies running under State Government and working in the same district /zonal/ state cadre.<br><br>Note: Principals, Post Graduate Teachers, and Trained Graduate Teachers are not eligible for spouse points, if their spouses are employed as Contract Employees in State / Central Government and Minimum | 5 |

| | | | |
|---|---|---|---|
| | | Time Scale Employees.<br><br>Principals, Post Graduate Teachers and Trained Graduate Teachers may opt for transfer to a place within the District / Zone or to an Adjacent Mandal / Division to the neighbouring District towards the nearer place of working of his/her spouse.<br><br>The benefit of spouse points shall apply to one of the spouses once in 5 academic years only. An entry to this effect shall be recorded in the SR of the Principal /Teacher concerned under proper attestation.<br><br>If both spouses are under compulsory transfer, either of them may be permitted to opt for any place within the Zone; however, only one of them shall be eligible for the award of spouse points. In cases where only one spouse is under compulsory transfer, the spouse attending the first spell of counselling may be allowed to opt for any place within the Zone.<br><br>A copy of the certificate issued by the competent authority shall be enclosed on the checklist to consider cases under this category. | |
| 4 | PHC | (a) (i) Orthopedically challenged employees with 40% to 55% disability,<br>(ii) Hearing-impaired employees with 60–70 decibels hearing loss (51% to 70%) in speech frequencies in both ears<br><br>(b)(i) Visually challenged employees with at least 40% disability<br><br>(ii) Orthopedically challenged employees with 56% to 69% disability, | 5<br><br>7 |
| 5 | Scouts and Guides | The Scouts and Guides Unit who is operating for the past two years as on 31st May 2025.<br><br>Note: Scouts and Guides shall be certified by the concerned District Educational Officer. | 2 |

**7. PREFERENTIAL CATEGORY:**

(A) The following categories shall be taken precedence in the seniority list, in the order given below, irrespective of their entitlement points.

(i) Visually challenged employees with 100% disability or orthopedically challenged employees with 80% and above disability – 1st preference

(ii) Visually challenged employees with 75% disability or orthopedically challenged employees with 70% to 79% or Hearing-impaired employees

with above 70 DB hearing loss (71% to 100%) in speech frequencies in both ears- 2nd preference.

(iii) Widow (Not applicable in case of remarriage)

(iv) Principal / Post Graduate Teacher / Trained Graduate Teacher who is suffering from the following diseases, in which he/she **undergoing treatment**:

(a) Cancer;
(b) Open Heart Surgery/Correction of Atrial Septal Defect /Organ Transplantation;
(c) Major Neuro Surgery;
(d) Bone TB;
(e) Kidney Transplantation/ Dialysis; and
(f) Spinal Surgery.

(v) Principals, Post Graduate Teachers and Trained Graduate Teachers with dependent children and spouse who are mentally challenged and are **undergoing treatment**.

(vi) Principals, Post Graduate Teachers and Trained Graduate Teachers with dependent children suffering with Juvenile Diabetes/ Thalassemia Disease/ Haemophilia Disease/ Muscular Dystrophy and are **undergoing treatment**.

Note:-

(a) Principals, Post Graduate Teachers and Trained Graduate Teachers those who have applied for transfer under above category shall submit all Medical Reports/Certificates certified by the District/ State Medical Board afresh through online and no old certificates will be allowed.

(b) Principals, Post Graduate Teachers and Trained Graduate Teachers should avail of either the preferential categories or special points once in 5 years respectively and an entry is to be made in his/her SR and the same shall be certified by the DDO concerned.

(B) Preference shall be given to the Principals, Post Graduate Teachers and Trained Graduate Teachers who have dependent children who born with congenital heart defect (Holes in Heart) and who have undergone surgery shall be considered under preferential category within (3) years from the date of surgery.

(C) However, in schools where dual posts of Post Graduate Teacher (Maths & English) and Trained Graduate Teacher (Telugu) are sanctioned, only 50% of these posts—i.e., one out of two—shall be permissible for preferential category candidates.

**8. NEGATIVE POINTS:**

In case of unauthorized absence, one (1) point shall be deducted for each month of absence limited to maximum 10 points, besides the punishment awarded under disciplinary proceedings from the last transfer counselling.

**9. IN CASE OF A TIE IN POINTS SECURED:**

In case, the entitlement points of two or more applicants are equal then

(a) The seniority in the cadre shall be taken into account.
(b) Based on the date of birth (Senior) besides guideline (a) above.
(c) Women (besides guideline (a)&(b)).

**10. NOTIFICATION OF VACANCIES:**

The Director of School Education /Regional Joint Director of School Education will notify the following vacancies

(a) Clear vacancies including retirement vacancies as on 31st May 2025;
(b) Vacancies under compulsory transfer;
(c) Vacancies arise out of authorized / unauthorized absence for one year or more than one year as on the date of issuance of transfer guidelines;
(d) Study leaves vacancies;
(e) Resultant vacancies during transfer counselling.

## 11. PUBLICATION OF VACANCIES AND LIST ON THE BASIS OF POINTS AWARDED:

(i) The following lists shall be published on the website specified for the purpose and also on the districts' website concerned, by the respective District Educational Officer/Regional Joint Director of School Education.
(a) The lists of category-wise schools (category I, II, III and IV),
(b) School-wise vacancy position of Principal / Post Graduate Teacher / Trained Graduate Teacher categories for counselling.
(c) Subject to the procedure prescribed in clause (ii) below, the list of names of the Principals, Post Graduate Teachers and Trained Graduate Teachers who applied for transfer with station & special points.
(ii) After the last date for applying for transfers as per schedule, the list shall be prepared, using software for generating the station & special points management-wise, category-wise, subject-wise, and medium wise and the list with Station, Service, Special points, Performance points, Preferential Points and Negative points shall be published on the website specified for the purpose and also on their Districts websites concerned.

## 12. ONLINE APPLICATION AND PROCESS FOR WEB COUNSELLING:

(i) The Principals, Post Graduate Teachers and Trained Graduate Teachers shall apply for transfer in the prescribed online services for web-based allotment at **https://cse.ap.gov.in**.
(ii) Only online applications received through the website shall be considered for transfer and processed further. Under any circumstances, no physical application shall be entertained.
(iii) After completion of the online submission, the applicants shall thereafter obtain the printout of the application from the specified website and submit the same duly signed to their respective authorities, via., Principal of AP Model School concerned for Post Graduate Teachers and Trained Graduate Teachers and District Educational Officer concerned for Principals.
(iv) The Principals, Post Graduate Teachers and Trained Graduate Teachers who is eligible as per the criteria prescribed may apply online through the website specified for the purpose in the prescribed proforma and the particulars furnished in the proforma shall be final and no modification shall be allowed.
(v) An applicant seeking to apply under the Spouse Category /Preferential Categories shall also upload and submit the latest certificate issued by the competent authority in this regard as mentioned in guidelines issued along with the application.
(vi) After receipt of applications, the Director of School Education/ Regional Joint Director of School Education concerned shall display the provisional lists and call for objections, if any. After redressing the objections/grievances, the authority shall display the final list along with the Preferential Category, Station, Service, Special points, Performance Points and Negative points on the website.

(vii) Once the Principals, Post Graduate Teachers and Trained Graduate Teachers applies online, it shall be final. No Principal / Post Graduate Teacher / Trained Graduate Teacher is allowed to apply multiple times.

(viii) (a) The Principals, Post Graduate Teachers and Trained Graduate Teachers who are under compulsory transfer shall select all options.

(b) Principals, Post Graduate Teachers and Trained Graduate Teachers who are liable for compulsory transfer but fail to apply for counselling shall be issued posting orders in absentia and allotted to the leftover needy vacancies in Category IV. If no vacancies are available in Category IV, they shall be allotted to Category III schools, after completion of web counselling for that particular category of teachers.

**13. RECEIPT AND DISPOSAL OF OBJECTIONS / GRIEVANCES:**

(i) Objections if any in respect of the provisional seniority list, Station Service, Special points, Preferential category, Performance Points and Negative points etc., published as per point no.5 to 8 of these guidelines may be filed online by any applicant together with evidence in support of such objection within the time specified for this purpose in the schedule.

(ii) The Additional Director (Services) / Regional Joint Director of School Education, as the case may be, shall cause verification of all objections and pass orders disposing of the same. In cases where objections are upheld, the Director of School Education / Additional Director (Services) shall cause the necessary corrections in the provisional seniority list and publish the same on the website.

**14. ISSUE OF TRANSFER ORDERS:**

(i) The competent authorities concerned shall issue digitally generated transfer orders to all the Principals, Post Graduate Teachers and Trained Graduate Teachers.

(ii) Principals, Post Graduate Teachers and Trained Graduate Teachers who are liable for compulsory transfer but fail to apply for counselling shall be issued posting orders in absentia and allotted to the leftover needy vacancies in Category IV. If no vacancies are available in Category IV, they shall be allotted to Category III schools, after completion of web counselling for that particular category of teachers.

(iii) Once transfer orders are issued by the competent authority with the approval of the committee, review or modification of orders shall not be considered, either by the committee or by the competent authority.

(iv) All transfer orders shall include a condition stating that the posting is subject to the outcome of the cases pending before the Hon'ble Court.

(v) The transfers affected shall be displayed on the website and also on the Regional Joint Director of School Education website & District website concerned after the completion of counselling.

**15. DATE OF RELIEF AND JOINING:**

(i) The Principals, Post Graduate Teachers and Trained Graduate Teachers who are transferred shall be relieved immediately from their present place of posting upon receipt of the transfer orders and shall report at the new school(s) to which they are posted on the date specified in the transfer order.

If, after relieving, the school is left with less than 50% of its regular teacher strength, with any fraction rounded up to the next whole number, the junior-most among the relieved teachers shall report back and continue in the original school to maintain the required teacher strength until a substitute joins. In the case of Post Graduate Teachers/Trained Graduate Teachers, a minimum of 50% of teachers shall be ensured subject-wise.

(ii) A Principals, Post Graduate Teachers and Trained Graduate Teachers not joined in the transferred place, cannot claim compulsory wait, under any circumstances for any reason.

**16. GRIEVANCE/APPEAL MECHANISM:**

(i) Committee shall be constituted at Zonal/ State Level.

1. Zonal Level Committee

(a) Chairman: Regional Joint Director of School Education (RJDSE)
(b) Member Convener: Assistant Director in the office of the RJDSE
(c) Members: DEOs of the concerned Districts within the zone

2. State Level Committee

(a) Chairman: Additional Director (Services), O/o Director of School Education, AP
(b) Member Convener: Joint Director, AP Model Schools.
(c) Member: Deputy Director, AP Model Schools.

(ii) (a) If any Principal / Post Graduate Teacher / Trained Graduate Teacher has any grievance or objection on transfer orders, he/she may submit a representation to the competent authority through proper channel within 3 days from the date of receipt of transfer order. The Additional Director (Services), O/o DSE, AP (In respect of Principal) / concerned Regional Joint Director of School Education (In respect of Post Graduate Teachers and Trained Graduate Teachers) has to dispose the Grievances /Objections within the 15 days.

(b) An appeal against the orders of the Regional Joint Director of School Education, an individual may file an appeal through proper channel with the Additional Director (Services), O/o DSE, AP within 3 days, and the Additional Director (Services), O/o DSE, AP shall dispose of the appeal within 15 days.

(c) An appeal against the orders of the Additional Director (Services), O/o DSE, AP, an individual may file an appeal through proper channel with the Director of School Education, AP. Such an appeal through proper channel must be submitted within 3 days, and the Director of School Education shall dispose of the appeal within 30 days.

(d) The Principals, Post Graduate Teachers and Trained Graduate Teachers who have any grievances on the transfer counselling should avail of all levels of appeal provisions before going for other legal remedies.

(e) Principal / Post Graduate Teacher / Trained Graduate Teacher is not allowed to approach Hon'ble Court without submitting the representations to the competent authority through proper channel and without redressal of their grievances.

(f) The aggrieved Principals, Post Graduate Teachers and Trained Graduate Teachers may consider the option to go to court only after exhausting all available remedies in the Department.

(g) If a Principal / Post Graduate Teacher / Trained Graduate Teacher files a Court case without following procedure mentioned above, the competent authority shall take disciplinary action as per APCS (CC&A) Rules, 1991.

(h) The competent authority shall redress all complaints and grievances within the prescribed period.

**17. REVISION:**

(i) The Director of School Education may either suo-moto or any grievance received from Principals, Post Graduate Teachers and Trained Graduate Teachers who are affected under these guidelines may call the orders of the Regional Joint Director of School Education and examine the records in respect of any proceedings of transfer to satisfy himself about its regularity, legality or propriety. If, in any case, it appears to him that any such proceedings should be revised,

modified, annulled or reversed or remitted for reconsideration, he may pass an order accordingly or remand the case with any direction to rectify any violation of rules or discrepancy. Such orders shall be implemented by the authority concerned.

(ii) The Director of School Education may stay the implementation of any such proceedings, pending the exercise of its powers vested with the authority.

**18. DISCIPLINARY ACTION FOR FURNISHING FALSE INFORMATION & VIOLATION OF RULES.**

(i) If any Principals, Post Graduate Teachers and Trained Graduate Teachers submits false information /false documents/ false medical reports shall be liable for disciplinary action as per APCS (CC&A) Rules, 1991 and they shall be transferred to category III or IV School and should work mandatorily for 5 years without any transfer.

(ii) Any officer who has countersigned the false information/ false documents/ false medical reports shall be liable for disciplinary action as per APCS (CC&A) Rules, 1991 in addition to prosecution as per rules.

(iii) If any competent authority makes an order of posting or appointment or transfer in contravention to the provisions of this order made there under, such competent authority or officer, as the case may be, shall be liable for disciplinary action as per APCS (CC&A) Rules, 1991.

(iv) If any Principals, Post Graduate Teachers and Trained Graduate Teachers who are to be compulsorily transferred and who do not apply for counselling, shall be given posting orders in absentia to the leftover needy vacancies at category IV only, if category IV vacancies are not available then allot at category III at the end of the web counselling of that particular category of teachers.

19. The Director of School Education is the competent authority for providing clarification on transfer-related issues during the transfer process.

**KONA SASIDHAR**
**SECRETARY TO GOVERNMENT**

//FORWARDED::BYORDER//

SECTION OFFICER